



Date: _____

Request for fundraising events MUST be submitted at least 15 business days prior to event

MEMORANDUM FOR 35 FSS/FSRFO Private Org Monitor (226-2777)
35 FSS/DD
35 FW/JA
35 FSS/CC

FROM: Private Organization Name (**no acronyms**) _____

SUBJECT: Fund Raising Request

1. Requests authority to conduct a fund raising event:

a. Nature/Name of Event: _____

b. Description of Activities: _____

c. Location: _____ Date _____ Time: _____

d. POC: _____ Phone _____ Email: _____

e. Items(s) to be **sold** and **prices**: _____

f. Entry Fee/Admission Charge (check one): Yes No \$ _____ Yen _____

g. Funds from this event will be used for (charitable community organization, plaques, flowers, picnics etc.):

h. Base **support required** (authorization from responsible party in which event is taking place
(BX, Schools, Post Office, Fitness Center, etc.)

Signature, Activity: _____

i. Coordination with Public Health, 35 AMDS/SGPM, 226-6116, is **necessary** if food is to be sold

EXCEPTION: baked goods such as cakes or cookies.

Public Health Signature: _____

j. **Private Organization President (Signature):** _____

AFI 34-223 para 11.1.3 PROHIBITS THE USE OF GOVERNMENT EMAIL TO ADVERTISE FUNDRAISERS

Limited fundraising approvals will be given during Combined Federal Campaign

Approved Fundraiser Request must accompany any advertising request to AFN, CAC & FSS and the following statement must be on all flyers or commercials:

“This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.”